

## **Supervising Cook II, Correctional Facility**

### **REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Review:** April 26, 2007

**Collective Bargaining Identification:** S15

**Job Analysis Review Conducted By:** Revonna Roper, Staff Services Analysts  
Pam Clements, Associate Personnel Analyst  
Office of Selection Services

**Number of Incumbents:** There are 9 incumbents in this classification per the  
State Controllers Office Filled/Vacant Position  
Report dated April 27, 2007.

#### **Names of the Subject Matter Expert(s) and their background:**

**Patricia Yates, Food Manager (CF), Preston Youth Correctional Facility**

Ms. Yates has worked as a Food Manager, CF for the past 11 years. Previously, Ms Yates worked as a Supervising Cook II (for two years). She has been employed with the California Department of Corrections and Rehabilitation (CDCR) for more than 22 years.

**Maggie Yamamoto, Food Manager (CF), Herman G Stark Youth Correctional Facility**

Ms. Yamamoto has been employed with the California Department of Corrections and Rehabilitation (CDCR) for more than 31 years. Two years as a Food Administrator and then 16 years as Assistant Director of Dietetics. For the past 11 years, she has worked as a Food Manager, CF.

**Eileen Munoz, Supervising Cook II (CF), Preston Youth Correctional Facility**

Ms. Munoz has been employed with the California Department of Corrections and Rehabilitation (CDCR) for more than 17 years. For the past 10 years, she has worked as a Supervising Cook II.

## **Supervising Cook II, Correctional Facility INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- Preston Correctional Facility Supervising Cook II, Duty Statements
- Herman G Stark Correctional Facility Supervising Cook II, Duty Statements
- Herman G Stark Correctional Facility Position Statements
- Job Analysis from Supervising Correctional Cook
- Job Analysis from Correctional Supervisor Cook, CF
- Job Analysis from Supervising Cook I, Correctional Facility
- State Personnel Board Specification